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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE
ANIMAL DISEASE ERADICATION BRANCH
WASHINGTON 25, D.C.

JULY 26, 1955

ADE BRANCH MEMORANDUM NO. 508.39

To : ADE Branch Stations
From : R. W. Morgan, Administrative Officer
Subject : Motor Vehicles

I PURPOSE

The purpose of this memorandum is to advise ADE Field Stations of Branch policies concerning the use and assignment of motor vehicles, especially due to the extreme shortage experienced at this time.

II BRANCH POLICY

Hereafter, vehicles must not be retained at Field Stations for relief purposes. If a vehicle is now unassigned, or later becomes unassigned, this office shall be notified immediately so that arrangements can be made for the transfer of the vehicle elsewhere. The only exception to this policy will be where it is definitely known that the unassigned vehicle will be assigned to someone reporting for duty or transferring to your station within 30 days. Where a vehicle is assigned, but is not in use due to extended leave or illness of the employee to which the vehicle is assigned, it will be the responsibility of the Veterinarian in Charge to see that the vehicle is used periodically, or reassigned to someone else on his force who does not have a Government vehicle assigned to him for his use. It is of utmost importance that maximum service be obtained from the automotive equipment at our disposal.

III REPORTS

The initial report of unassigned vehicles will be submitted to this office upon receipt of this memorandum, together with information as to each unassigned vehicle's general mechanical

condition, tires, etc. If all vehicles are currently assigned and in use, this office should be so advised. The initial report should also include a list of all employees who are driving their privately-owned automobiles on a mileage reimbursable basis. Future reports shall be made to this office as vehicles become unassigned.

IV GENERAL

Under no circumstances are motor vehicles to be recommended for sale, replacement, or reported as surplus to any source without the concurrence of this office. Recommendations for the sale and/or replacement of all motor vehicles will be forwarded to this office as heretofore.

V DEFINITION

For the purposes of this memorandum, motor vehicles shall include: passenger-carrying cars, trucks, power wagons, pick-ups, jeeps, water trailers, and laboratory trailers.

RW Morgan